



**Sonoma County**  
**California Transitional Kindergarten Stipend Program**  
**CTKS**

**PARTICIPANT INFORMATION GUIDE**

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## California Transitional Kindergarten Stipend (CTKS) Program Description

The 2014-2015 Budget Act allocated \$15 million state-wide for the purpose of providing educational incentives for Transitional Kindergarten (TK) teachers and teachers in California State Preschool Programs (CSPP). Funding for the California Transitional Kindergarten Stipend (CTKS) project will be available through June 30, 2017 as one-time-only funding or until all available funding has been expended. This one-time funding allocation is administered by the California Department of Education (CDE) and disseminated statewide through Local Planning Councils (LPCs) under contract titled CTKS.

**These one-time-only funds are to be used to provide reimbursement for actual educational expenses.**

**Priority 1: TK teachers** for the successful completion (with a grade “C” or better) of unit-bearing Early Childhood Education (ECE) or Child Development coursework; including tuition fees, costs of registration and required materials (books, videos, etc.). **In addition to reimbursement, a \$100 bonus will be awarded for each unit successfully completed.**

**Priority 2: CSPP teachers** for the successful completion (with a grade “C” or better) of unit-bearing coursework in ECE or Child Development; including tuition fees, costs of registration and required materials (books, videos, etc.). **In addition to reimbursement, a \$100 bonus will be awarded for each unit successfully completed.**

**Priority 3: TK teachers** for the successful completion of Professional Development (PD) in ECE or Child Development; including costs of registration, Continuing Education Units (CEUs) if applicable, and required materials (books, videos, etc.). See the “Resources” section below for eligible PD opportunities.

**Priority 4: TK teachers** to attend one or more of the conferences listed in the “Resources” section; including costs of registration and CEUs (if applicable).

The purpose of these funds is to help TK teachers appointed after July 1, 2015 meet the new requirements in Education Code Section 48000(f) which specifies that the TK curriculum be aligned to the California Preschool Learning Foundations and Section 48000(g) which specifies professional requirements for TK teachers.<sup>1</sup>

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<sup>1</sup> California law (SB 876) added additional requirements for TK teachers. Pursuant to EC 48000(g), a school district or charter school shall ensure that credentialed teachers who are first assigned to a TK classroom after July 1, 2015, have, by August 1, 2020, one of the following:

1. At least 24 units in early childhood education, or childhood development, or both.
2. As determined by the LEA employing the teacher, professional experience in a classroom setting with preschool age children that is comparable to the 24 units of education described in bullet 1.
3. A child development teacher permit issued by the California Commission on Teacher Credentialing (CTC).

Any current credentialed teacher who is or was assigned to teach TK, or a combination class of kindergarten and TK, **before** July 1, 2015, is “grandfathered in” to teach TK without having to meet additional requirements. Any credentialed teacher assigned to teach TK, or a combination class of kindergarten and TK, **after** July 1, 2015, will have until August 1, 2020, to meet the above-mentioned education requirements.

## 1. Eligibility

- a. TK teachers must be employed in Sonoma County working with at least one TK student, whose 5<sup>th</sup> birthday falls within the current school year, as defined by the California Department of Education (CDE), at the time of the reimbursement request.
- b. CSPP teachers must work directly with CSPP students in Sonoma County for pay at least 15 hours per week, and must be employed as a CSPP teacher at the time of the reimbursement request. (CSPP teachers may also be enrolled in CARES/AB212.)
- c. Only individual teachers are eligible for stipends or reimbursement for out-of-pocket expenses; schools, districts, organizations or programs are not eligible for these funds.
- d. The maximum amount of reimbursement and bonus awards (if applicable) for any individual over the 3-year period of the grant is \$3,000.

## 2. Funding

- a. Funding will be disseminated throughout the funding period (Fiscal Years 2014-2015 through 2016-2017) until funds are fully spent.
- b. Funding will be disseminated in four funding cycles (submission deadlines in bold):
  - 1) July 1, 2014 to **December 31, 2015**
  - 2) January 1, 2016 to **June 30, 2016**
  - 3) July 1, 2016 to **December 31, 2016**
  - 4) January 1, 2017 to **June 30, 2017**
- c. Activities completed at any time during the entire funding period (7/1/14-6/30/17) will be eligible for stipend award or reimbursement. **Applications must be submitted after successful course completion, and by the last date in each funding cycle in order to be considered for reimbursement in that cycle.**
- d. For each funding cycle, approved applications from TK teachers will be reimbursed first (on a first-come first-served basis if there are not enough funds to reimburse all requests), and applications from CSPP teachers will be reimbursed as a second priority (on a first-come first-served basis) if and as funds allow. Any funding remaining at the end of a funding cycle will be rolled forward into the next funding cycle.

## Suggested Resources for ECE/Child Development Coursework and Professional Development

### Unit-Bearing Coursework<sup>2</sup>

- Sonoma State University – Early Childhood Studies (BA degree, MA degree, and new Graduate-Level Certificate especially designed to meet the needs of TK teachers)  
<http://www.sonoma.edu/education/ecs/>
- Santa Rosa Junior College – Child Development Department - <http://www.santarosa.edu/childdev/>
- California Virtual Campus – Type “Early Childhood” into the search box – <https://cvc.edu/>
- Child Development Training Consortium - Courses at CAP Aligned Colleges  
[https://www.childdevelopment.org/cs/cdtc/print/htdocs/services\\_colleges\\_aligned.htm](https://www.childdevelopment.org/cs/cdtc/print/htdocs/services_colleges_aligned.htm)

### Professional Development (PD): CDE-Approved Trainings, Workshops and Self-Paced CEU Opportunities<sup>3</sup>

- California Department of Education, EESD-Approved CARES Plus Component A Training -  
<http://www.cde.ca.gov/sp/cd/re/compatraining.asp>
- CDTC Training Portal – [https://www.childdevelopment.org/cs/cdtc/search/tp\\_e](https://www.childdevelopment.org/cs/cdtc/search/tp_e)  
Choose these search criteria: **CARES Plus**  **Approved for CARES Plus Component A**
- California Early Childhood Online (CECO) - <http://www.caearlychildhoodonline.org/>
- California Preschool Instructional Network - <http://cpin.us/> - for Sonoma County trainings, see Sonoma County Office of Education website - <http://www.scoe.org/pub/htdocs/classlist.html>

### Approved Conferences<sup>4</sup>

- California Association for the Education of Young Children – 2016 Conference
  - Location: Pasadena, California      Dates: March 31 – April 2, 2016
  - <http://conference.caeyc.org/>
- Southern California Kindergarten Conference – 30th Annual Conference
  - Location: Pasadena Convention Center      Dates: March 4 – 5, 2016
  - [http://www.socalkindergartenconference.com/default.asp?sec\\_id=180012646](http://www.socalkindergartenconference.com/default.asp?sec_id=180012646)
- California Kindergarten Association – 34th Annual PK1 Conference
  - Location: Santa Clara Hyatt Regency      Dates: January 15 – 17, 2016
  - <http://www.californiakindergartenassociation.org/33rd-annual-pk1-conference/>
- Early Edge – 5th Annual Transitional Kindergarten Conference – Location: TBA      Dates: TBA

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<sup>2</sup> Unit-Bearing Coursework Option is available to **BOTH** TK Teachers and CSPP Teachers.

<sup>3</sup> PD Option is **ONLY** available to TK Teachers. CSPP Teachers are *not* eligible for this option. *Opportunities not listed above must be pre-approved by the Child Care Planning Council of Sonoma County before reimbursement requests will be considered.*

<sup>4</sup> Conference Option is **ONLY** available to TK Teachers. CSPP Teachers are *not* eligible for this option. *Opportunities not listed above must be pre-approved by the Child Care Planning Council of Sonoma County before reimbursement requests will be considered.*

## Steps for Participation

1. Visit <http://scoe.org/pub/htdocs/stipend-program.html> to read the current **CTKS Participant Information Guide**, including program description, eligibility criteria and funding information.
2. Select the opportunity you would like to complete. *If you wish to participate in an activity not listed in the Guide or on the Sonoma County CTKS website, you must obtain pre-approval from the Child Care Planning Council of Sonoma County in order to be eligible for reimbursement.*
3. Successfully complete your selected Unit-bearing Coursework or Professional Development.
4. Complete the **Sonoma County CTKS Program Application** online at <https://tinyurl.com/sonoma-ctks>.
5. Complete, print and sign (if applicable) all of the following documents listed at the Sonoma County CTKS webpage (<http://scoe.org/pub/htdocs/stipend-program.html>):
  - a. **W-9 form**: <https://www.irs.gov/pub/irs-pdf/fw9.pdf> (*Submit page 1 only*)
  - b. **CDE Confidential Profile Form**: [http://www.scoe.org/blog\\_files/cde-confidential-profile.pdf](http://www.scoe.org/blog_files/cde-confidential-profile.pdf)
  - c. **CTKS Reimbursement Request**: [http://www.scoe.org/blog\\_files/ctks-reimbursement-request-formFILLABLE.pdf](http://www.scoe.org/blog_files/ctks-reimbursement-request-formFILLABLE.pdf)
6. Submit the documents under Item #5 above, using one of the following methods:
  - a. Scan and email to: [smarron@scoe.org](mailto:smarron@scoe.org)
  - b. Fax to: (707) 524-2666
  - c. Mail to: Child Care Planning Council of Sonoma County  
Sonoma County Office of Education  
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